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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance and Utilities Div. DATE: 6 February 1952
 FROM : Acting Chief, Telephone Branch
 SUBJECT: Telephone Branch Monthly Report

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of November 1951.

25X1A

Telephone Service Bill	\$18,338.36
Long Distance Bills	5,684.05
[REDACTED]	975.54
F.T. Channels, L.L.'s, P.L.'s and TWX	1,647.96
Miscellaneous	173.69
	<u>\$26,819.60</u>

2. The following additional information is submitted for the month of November 1951.

- a. Total number and cost of outside local calls placed over switchboard, [REDACTED]
 No. of calls - 114,983 Cost - \$4,026.41
- b. Non-recurring installation charges for station equipment --- \$1,305.00
- c. Recurring rental of new station equipment less value of station equipment disconnected - increase \$284.54
- d. Non-recurring move or relocation charges for station equipment already in use --- \$661.50

25X1

3. Estimated Telephone Company premium overtime chargeable to this Agency for the month of December 1951.

Total Hours -- None

Estimated Cost -- None

4. Also, listed below are estimated amounts for services to be rendered during the month of February 1952.

25X1A	Telephone Service Bill	\$20,000.00
	Long Distance Bills	8,000.00
	<div></div>	1,200.00
	T.T. Channels, L.L.'s, P.L.'s and TWX	2,000.00
	Miscellaneous	300.00
		<hr/>
		\$31,500.00

25X1A 5. A total of 95 requisitions for services were processed by this Branch during the month of January 1952. These included requests for moves, changes of equipment, additional equipment, termination of equipment, etc. There are 277 unused branch lines available for

25X1A9A

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
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<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input checked="" type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p style="margin-top: 10px;">REMARKS:</p> <div style="height: 100px; border: 1px solid black;"></div>			
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